

Vendor Evaluation Form

This **vendor evaluation form sample** includes a comprehensive risk assessment to help businesses systematically assess potential vendors. It ensures thorough analysis of vendor reliability, compliance, and potential risks to reduce procurement uncertainties. Utilizing this form streamlines vendor selection and enhances decision-making efficiency.

Vendor Information

Vendor Name	[Enter Vendor Name]
Contact Person	[Enter Contact Person]
Address	[Enter Address]
Email/Phone	[Enter Email/Phone]
Date of Evaluation	[Enter Date]

Evaluation Criteria

Criteria	Score (1-5)	Comments
Product/Service Quality	[]	[]
Price Competitiveness	[]	[]
Delivery Reliability	[]	[]
Customer Service	[]	[]
Compliance with Regulations	[]	[]
Financial Stability	[]	[]
References/Credentials	[]	[]

Risk Assessment

Risk Factor	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Overall Risk	Mitigation Action
Supplier Financial Instability	[]	[]	[]	[Mitigation steps, e.g., require regular financial statements]
Compliance Violations	[]	[]	[]	[Review certifications, audits]
Poor Quality Deliverables	[]	[]	[]	[Set up quality inspections]
Delivery Delays	[]	[]	[]	[Stipulate penalties for late delivery]

Overall Summary and Recommendation

Total Score: [] / 35

Overall Risk Level: [Low / Medium / High]

Recommendation: [Accept / Accept with Conditions / Reject]

Evaluator Name & Signature: _____

Date: _____